

## **OFFICE TECHNICIAN (TYPING)**

### **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** November 29, 2004

**Collective Bargaining Identification:** R04

**Job Analysis Conducted By:** Joy Brown  
Personnel Analyst  
Personnel Examining Section

**Number of Incumbents:** There are 2 Office Technician (General) positions and 814 Office Technician (Typing) positions per Department of Corrections Filled/Vacant Position Report dated October 6, 2004.

#### **Names of the Subject Matter Expert(s) and their background:**

**Patricia Dill, Correctional Case Records Supervisor, Department of Corrections, Parole & Community Services Division, Case Records-North**

Patricia Dill currently works as a Correctional Case Records Supervisor for the Paroles & Community Services Division at Case Records-North. Previously she has worked as an Office Technician (OT) and supervised OT for 1.5 years at Deuel Vocational Institution (DVI) and has supervised Office Services Supervisor's for 1.5 years and has been with the Department of Corrections for 13 years.

**Karen Visser, Correctional Case Records Analyst, Mule Creek State Prison (MCSP)**

Karen Visser currently works as a Correctional Case Records Analyst at MCSP. Previously she worked for 2 years as an Office Services Supervisor I (Typing) and now supervises OSS I's at MCSP. Karen has been with the Department of Corrections for 17 years.

**Laura Burks, Office Technician (Typing), Substance Abuse Treatment Facility, Corcoran**

Laura Burks currently works as an Office Technician (T) at Substance Abuse Treatment Facility (SATF) and has been there for 5 months. Previously she worked as an Office Technician (T) at Correctional Training Facility (CTF) for 4 years and an Office Services Supervisor I (Typing) at CTF for 7 months. Linda has been with the Department of Corrections for 11 years.

**Deborah Ochoa, Office Technician (Typing), Calipatria State Prison (CAL)**

Deborah Ochoa currently works as an Office Technician (T) at Calipatria State Prison and has worked for the Department of Corrections for 15 years.

## **OFFICE TECHNICAIN (TYPING) INFORMATION GATHERING**

The initial list of tasks and knowledge's, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Class Specification
- State of West Virginia Class Specification
- State of Florida Class Specification
- CDC Job Opportunity Bulletin
- Duty Statements